

# Self-Registration for New Users of USALearning Website

**Please Note:** These instructions are not intended to be interactive with the USALearning registration website. It is highly recommended that you print a copy of these instructions to use as a reference as you go through the registration.

## Introduction

This document provides step-by-step instructions to enable you to self-register on the site. There are three distinct steps you must perform to create, activate, and validate your account. The steps are:

- Step 1: Complete the New User Registration Process
- Step 2: Complete the Account Activation Process
- Step 3: Logon to USALearning.gov

All fields marked with an asterisk\* are required to be completed. **NOTE: All information you enter into the website is stored in a secure federal database. Please do not falsify any of the registration information.**

**Prior to** beginning the new user registration process, please carefully read through all the instructions. Make a note of the personnel-related items of information required, such as your Entry on Duty (EOD) and Entry on Position (EOP) dates. Your EOD date is the date you started work for the Federal Government. Your EOP date is the date you started work in your current position with the Federal Government. You will need Month and Year information. You will be able to select your Organization (Independent Agency) and Agency (Office of Personnel Management) from drop-down menus within the New User Registration screens. However, you will have to manually enter a division entry (i.e. HCLMSA).

## Self-Registration Instructions

### Step #1: New User Registration Process

*Proceed to the New User Registration page to begin registration by entering the following: Uniform Resource Locator (URL):*

<https://www.usalearning.gov/training/userforms/userprofile.cfm?room=register>

[&roomaction=register](#)

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### New User Registration

**Registration Tips**  
Enter all required user information as marked by an asterisk (\*).  
Your email address will be validated. Upon completing the registration forms, you will receive a confirmation email containing a link to activate your account.

\*Last Name  \*First Name

\*Email

\*Confirm Email

\*Social Security Number  
SSN first three digits  SSN next 2 digits   
SSN last four digits

Your SSN will be safeguarded and treated as a confidential piece of information. It is required to assure accurate credit of your coursework and to integrate course data with appropriate systems. View the [Privacy Act Statement](#).

Select a Department or Independent Agency or Other Listing.  
\*Organization

Next >>

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Figure 1. New User Registration Page 1 of 3

**Complete the following information as shown in figure 1 above:**

- Enter your **Last Name**
- Enter your **First Name**
- Enter your **Email address**
- Enter your **DOL Email address** again in the Confirm Email field to confirm your email address
- Enter your **Social Security Number** (format: xxx xx xxxx)

To view the Privacy Act Information, select the red hyperlink text, **Privacy Act Statement** on the screen

- Select **Independent Agency** from the Organization drop down box
- Click **Next** at the bottom of this screen to continue with registration

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## New User Registration

**Registration Tips**  
Enter all required user information as marked by an asterisk (\*).  
Your email address will be validated. Upon completing the registration forms, you will receive a confirmation email containing a link to activate your account.

\*Agency

\*Division  (Please type in your Division/Office name)

\*State

Country (if outside U.S.)

\*Zip Code Type ☐ Zip ☐ Foreign Zip ☐ APO

\*Zip

\*Date Of Birth  (dd/mm/yyyy)

\*Entry on Duty (EOD)  (mm/yyyy) ?

\*Entry into Position (EOP)  (mm/yyyy) ?

\*Pay Plan  ?

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Figure 2. New User Registration Page 2 of 3

**Complete the following information as shown in figure 2 above:**

- Select your **Agency** from the drop down box on the screen (Office of Personnel Management)
- Enter your **Division**.
- Enter your **State**
- Enter your **Country** (if outside U.S.)
- Select the radio button for your **Zip Code Type**
- Enter your **Zip** code
- Enter your **Date of Birth** (format: dd/mm/yyyy format)
- Enter your **Entry on Duty** (EOD) date (format: mm/yyyy format)
- Enter your **Entry into Position** (EOP) date (format: mm/yyyy format)
- Select your **Pay Plan** from the drop down box (e.g., GS, WG). Contractors must select **Other**

k) Click **Next** at the bottom of this screen to continue with registration. You may select **Back** if you need to make changes on the previous

screen.

Figure 3. New User Registration Page 3 of 3

**Complete the following information as shown in figure 3 above:**

- Enter your **Pay Grade** (Federal Employees use your GS #, Contractor use 01)
- Enter your **Series** (Federal Employees use appropriate #; Contractor use 00)
- Enter your **Job Title** (Provide Description, e.g., Computer Analyst)
- Enter your **Supervisor Status** from the drop down box (e.g., None)
- Select your **Contractor** status from the drop down box (either "Yes" or "No"). If you selected "Yes", enter your **Contractor Name** in the **Contractor Name** field
- Your **User Type** is defaulted to Student
- Your **Status** currently is Awaiting confirmation
- Click **Submit** at the bottom of the screen to complete your registration. You may select **Back** if you need to make changes on the previous screen.

**WARNING: Selecting Reset will erase all data from the system! If you select this option, you will have to start the registration process again from the**

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### User Profile

**Registration Saved**  
Now that your user record is in the system, you will receive an email confirming your registration. You **must** follow the instructions in that email within 7 days for your account to be activated. Please email [usalearning@geolearning.com](mailto:usalearning@geolearning.com) if you do not receive this email confirmation.

\*Pay Grade  ?

\*Series  ?

\*Job Title

Supervisor Status

Contractor

Contractor Name (When applicable)

User Type Student  
Status Awaiting confirmation

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Figure 4. User Profile

You have now successfully created your user profile as shown in figure 4. You should see **Registration Saved** appear at the top of the screen. This screen provides you with confirmation that your registration is complete.

## Step #2: Account Activation

Now that you have registered, please wait until you receive an email at your email account confirming your USA Learning account activation. **This email will come from [techs@geolearning.com](mailto:techs@geolearning.com) and the subject of the email is titled "USA Learning: Confirmation Required!"**

You **MUST** follow the instructions that are contained inside that email within **7 calendar days** for your account to be activated. Please complete this process as soon as possible to finalize your account setup.

## Step #3: Logging on to USA Learning System

Once you have activated your account, you will be able to log on to the USA Learning system. **It is important for you to complete this step as a validation to ensure you can gain access to the USA Learning system.**

1. Proceed to the USA Learning web-site by entering the following URL into your web browser: [www.usalearning.gov](http://www.usalearning.gov)
2. On the right side of the screen you will see a log on area (as shown in figure 6 below):



Figure 6. Login Screen

3. Enter your **User Name** (which is your e-mail address) and your **Password** into the fields as shown in figure 6 above. Select **GO** to login to the USA Learning System.
4. A "Welcome" message in the log on area will verify that you have logged on successfully (as shown in figure 7 below).



Figure 7. Login verifications Screen

This completes the log on process.

#### **Step #4: Registering for courses on the USA Learning System**

1. You must be logged in before registering for courses.
2. Click the 'catalog' button in the red navigation bar.
3. Click the 'free library' button. You will now see all of the categories of free courses that are available on the USA Learning site. Clicking on the category will display a list of all of the available courses. Click on the title of a course to get a detailed description. This is where you register for the course. After hitting the 'register for this course' button, you will be prompted to enter responses to two surveys asking for the purpose and type of training. Once these have been answered, you will get a registration successful message.

#### **Step #5: Launching a course on the USA Learning System**

1. Click the 'my catalog' button in the red navigation bar.
2. Click on the title of the course you wish to launch.